

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

Policy Type:	Council
Responsible Department:	Office of the CEO
Responsible Officer:	Manager Governance
Related Policies and Procedures	<ul style="list-style-type: none"> • Council Member Allowances and Benefits Policy • Elected Member Induction Policy • Local Government Association of South Australia – Model training and development policy and plan for Council Members
Community Plan Link	4. Civic Leadership 4.1 We have strong leadership and governance
Date Originally Adopted	26 June 2006
Last review date	26 February 2024 (C1225/24)
Next review date	July 2026
ECM Document No.	8969151

1. PREAMBLE

- 1.1. The Elected Member Training and Development Policy (Policy) affirms the City of Unley’s commitment to provide Elected Members with training and development opportunities.
- 1.2. This is a mandatory Policy required under Section 80A – Training and development of the *Local Government Act 1999* (Act) and Regulation 8AA – Training and development of the *Local Government (General) Regulations 2013* (Regulations).

2. SCOPE

- 2.1. This Policy applies to all Elected Members.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. Council has developed and adopted an Elected Member Training and Development Plan and Register (Plan and Register) that contributes to good governance, supports the achievement of the Community Plan and details all Elected Member training undertaken within the Register.

- 3.2. Particular emphasis will be given in the Plan to the needs of new Elected Members joining Council following a general or periodic election.
- 3.3. The Plan provides Elected Members with a range of different training and development opportunities that will enable them to engage in the decision making process and equip them with the appropriate knowledge, skills and competencies to undertake their role.
- 3.4. This Policy will ensure that Elected Members:
- Have equitable access to training and development activities that contribute to their professional development and the achievement of the strategic objectives of the City of Unley; and
 - Will be appropriately reimbursed for all relevant expenses incurred as a result of attending approved training and development activities or programs.

4. DEFINITIONS

<u>Term</u>	<u>Definition</u>
Council	means a council constituted under the <i>Local Government Act 1999</i>
Elected Member	means a Council Member of the City of Unley
Prescribed mandatory requirements	means the requirements prescribed by the <i>Local Government (General) Regulations 2013</i> relating to training and development that must be completed by Elected Members, which may include timeframes for the completion of such training and development
LGA training standards	Means the document entitled <i>LGA training standards for council members</i> approved by the Minister for Local Government and published on a website maintained by the Local Government Association of South Australia (LGA SA), as in force from time to time

5. ROLES AND RESPONSIBILITIES

<u>Role</u>	<u>Responsibilities</u>
Elected Members	Must comply with the requirements of this Policy
Council	Approval of all Elected Member training and development expenses above \$5,000.
Chief Executive Officer (CEO)	Approval of all Elected Member training and development expenses up to \$5,000.
Governance	Responsible for the review and application of this Policy by Elected Members.

6. POLICY STATEMENT

6.1. Elected Member Training and Development Plan

- 6.1.1. After a general or periodic election, the Administration will facilitate the development of a Plan for the new Elected Member body. The Plan will operate during the entire term of the Council. This Plan will be developed by the Elected Members themselves in a workshop that will be facilitated by an appropriate person with expertise in this area.

- 6.1.2. This Plan will be specific to the legislative and governance functions of the Elected Member body and, as a minimum, must include the prescribed mandatory requirements of the LGA training standards as set out, reviewed and published on the LGA SA website. Some of the mandatory requirements to be addressed may include:
- Introduction to Local Government – Role and function of Council Members
 - Legal Responsibilities
 - Council and committee meetings
 - Financial Management and Reporting
- 6.1.3. Other training and professional development needs relevant to Elected Member requirements and learning outcomes will be determined in consultation with Elected Members and Council Administration. Training and professional development issues may emerge that are directly related to specific service areas, subject matter and other community issues, for example:
- Media training
 - Role and understanding of council committees
 - Community engagement
 - Conflict of Interest
 - Enhanced Public Speaking and Presenting
 - Relevant conference and seminars on local government matters e.g waste management and recycling strategies
- 6.1.4 The Plan will be reviewed annually. Options that may be used to conduct the review include:
- Annual assessment of Council performance
 - Survey/questionnaire of Elected Members
 - Interviews
 - Workshops

6.2. Training and Development Budget

- 6.2.1. A budget allocation will be provided to support the training and development activities undertaken by Elected Members and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.
- 6.2.2. Council will need to determine the size of its budget allocation, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered.

6.3. Attendance at Approved Training and Development Activities

- 6.3.1. Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals) is less than \$5,000 must be approved by the CEO, prior to incurring the expense.

- 6.3.2. Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals is greater than \$5,000 must be approved by Council, prior to incurring the expense, via a formal report to Council written by Council Administration.

6.4. Reimbursement of Expenses

- 6.4.1. Council will reimburse all out of pocket expenses associated with attending training, professional development activities, networking functions, seminars and conferences including:

- Local travel in taxis and/or ride share options, buses, coaches and trains
- Economy class air travel (Elected Members must make personal payment of the balance for higher class air travel if so desired)
- Overnight accommodation at reasonable or standard rates and those associated with the conference via the conference convenors. (Elected Members must make personal payment of the balance for higher class accommodation if so desired)
- Meals (including food and beverages) for Elected Members attending conferences or events, where any of those meals are not provided as part of the fee for the conference or event, up to a limit of \$150 per day.

- 6.4.2 Tax invoices (receipts) must be submitted with all claims for reimbursement.

- 6.4.3 For general expenses please refer to the Council Member Allowances and Benefits Policy.

6.5. Annual Reporting

- 6.5.1. Council's Annual Report will include a section on Training and Development undertaken by Elected Members over the course of the year.

7. POLICY DELEGATIONS

7.1. Council

- For the approval of all Elected Member training and development expenses above \$5,000.

7.2 Chief Executive Officer

- For the approval of all Elected Member training and development expenses up to \$5,000.

8. LEGISLATION

- *Local Government Act 1999*
- *Local Government (General) Regulations 2013*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au

10. DOCUMENT HISTORY

Date	Version No.	Comment
26 June 2006	1	Council Item 351
27 April 2010	2	Council Item 644
28 May 2012	3	Council Item 420
23 June 2014	4	Council Item 1170
26 February 2024	5	C1225/24